



Georgia Secretary of State

ELECTIONS DIVISION

# Voter Registration

Rules & Procedures

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Deputy Registrar  
Educators

v.1 2010



## **Georgia Secretary of State Elections Division**

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## **PREFACE**

The Voter Registration Rules and Procedures Guide for Educators is published pursuant to the State Election Board's Rules and Regulations governing voter registration. It is intended to provide educators who are deputy registrars with information pertinent to conducting voter registration in compliance with the laws of the State of Georgia.

Please use this guide along with the Georgia Election Code and the Georgia State Election Board Rules. Citations in this guide refer to the United States Code (U.S.C.), Official Code of Georgia Annotated (O.C.G.A.) or Georgia State Election Board Rules. In all matters, the statutes and rules are the final authority.

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# **EDUCATORS AS DEPUTY REGISTRARS**

Georgia law provides that certain individuals associated with public and private education are deputy registrars for the purpose of receiving voter registration applications. Enrolled students or employees must be informed of the availability of voter registration and qualified applicants must be provided with reasonable and convenient procedures to enable them to register to vote. This guide provides information pertaining to the duties required to perform this important task. Please contact the county in which your school is located for annual training requirements and procedures which may be specific to that county's voter registration policies.

## **THOSE RESPONSIBLE FOR OFFERING VOTER REGISTRATION**

- Each principal or assistant principal of every public or private high school;
- The president of every public or private college or university;
- The president of each state supported technical institute; and
- The designees of each of the individuals list above

Note: Deputy Registrars, as authorized by [O.C.G.A. 21-2-215](#), may only register those qualified applicants who are enrolled students within the school or who are employed by the school or school system.

# **VOTER REGISTRATION**

## **VOTER REGISTRATION MONTH REQUIREMENTS**

Georgia law as defined in [O.C.G.A. 20-2-310](#) requires that all eligible students enrolled in public schools at the secondary level be given an opportunity to register to vote at his or her school during the month of April of each year.

## **QUALIFICATIONS FOR INDIVIDUALS REGISTERING TO VOTE**

- Must be a citizen of Georgia and of the United States.
- Must reside at the address shown on the voter registration application.
- Must be at least 17 1/2 years of age to register and 18 years of age to vote.
- Must be eligible to vote in Georgia.

- No person who has been convicted of a felony may register, remain registered, or vote except upon completion of the sentence.
- No person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.

#### PROCEDURES FOR COMPLETING THE REGISTRATION FORM

- A black or blue pen should be used to fill out the form. Do not use pencil. It is important that the applicant fill out the application completely and legibly.
- A person must only register to vote in the county in which he or she lives. If a person moves, he or she must complete a new voter registration application and designate the change of address in the appropriate section. A house number and street name must be provided. Business addresses, P.O. boxes, and rural routes are not accepted as residence addresses for voter registration purposes.
- An applicant **must** provide the full Georgia Driver's License number or Georgia State-issued ID number on the application. If the applicant does not have either of these, the last four digits of the Social Security number will be required ([OCGA 21-2-225](#)). If the applicant does not have a Driver's License, Georgia State-issued ID, or a Social Security number, then the appropriate box must be checked, and the individual will be assigned a unique identification number.
- All registration forms must be filled out by the applicant. Only those applicants who are illiterate or physically disabled may receive assistance in completing the form. The person providing assistance is required to sign his or her name in the appropriate section.
- Providing false information on a voter registration application is a felony.

#### GEORGIA VOTESAFE PROGRAM

State law requires the public availability of voter lists including names and address of registered voters. In 2009, the Georgia Legislature enacted a bill known as the VoteSafe Program to provide for the confidentiality of residence addresses of certain registered voters who have been, or may be, subject to acts of family violence or stalking or currently reside in a family violence shelter. Applicants who are interested in program participation should be directed to the Secretary of State's online VoteSafe website at: [sos.ga.gov/votesafe](http://sos.ga.gov/votesafe).

#### VOTER REGISTRATION IDENTIFICATION REQUIRED

**An applicant who is registering to vote is not required to submit the forms of identification listed on the voter registration application, provided they sign the application in the presence of the county registrar or deputy registrar and immediately submit the application to said registrar or deputy registrar. The effective date of registration will be the date on the application as received by the deputy registrar.**

A person who chooses not to submit the application to the deputy registrar but wishes to mail the application on their own, will need to meet required voter registration identification requirements. If identification is not provided with the application, it must be provided prior to or at the time of voting for the first time.

One of the following forms of identification is required when registering by mail:

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office or the Georgia Department of Driver Services (DDS);
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID;
- A valid tribal photo ID;
- A copy of a current utility bill;
- A bank statement;
- A government check;
- A paycheck; or
- Any other government document that shows the name and address of the individual registering to vote.

#### SECURITY OF VOTER REGISTRATION APPLICATIONS

A deputy registrar conducting voter registration activities must keep all completed original voter registration applications in a secure and confidential manner at all times until such applications are submitted to the appropriate board of registrars.

#### TIMELY SUBMITTAL OF APPLICATIONS

Transit time should be kept at a minimum. Completed registration applications may be maintained by deputy registrars:

- At the voter registration location during the hours of operation;
- In transit to the main office of the board of registrars
- At permanent additional voter registration places overnight but not beyond the end of the next business day; and
- At sites mandated as voter registration sites under Georgia Code 21-2-221 (i.e. Department of Driver Services and Department of Natural Resources) and 21-2-222 (i.e. Medicaid, WIC, public assistance offices, recruitment offices of the armed forces, public libraries, public schools) but not longer than the time permitted under those Code sections.

When conducting voter registration activities near the voter registration deadline for an election, it is critical that all completed voter registration applications be submitted to the appropriate board of registrars immediately upon receipt. Annual election calendars, which include voter registration deadlines, can be found at: [http://sos.ga.gov/elections/elections\\_events.htm](http://sos.ga.gov/elections/elections_events.htm).

#### TRANSMITTAL SUMMARY SHEET

A [transmittal summary sheet](#) should be included with the submitted applications and submitted to the county in which the school is located. The summary sheet should include the following information:

- Name of submitting individual
- Name of the school sponsoring the registration program
- The physical address of the school
- The daytime and evening telephone numbers of the submitting individual
- The total number of applications being submitted

#### VOTER ELIGIBILITY AND NOTIFICATIONS

Each person submitting an application for voter registration shall be notified of the disposition of such application. Each voter found eligible to be registered to vote by the board of registrars shall be issued a precinct card which will be sent to the voter by nonforwardable, first-class mail at the mailing address listed on the application. The effective registration date shall be the date the application was signed by the applicant and submitted to the deputy registrar.

In the event that the person is found ineligible to be registered, the person shall be notified of the reason for ineligibility. Such notices shall be sent to the person in writing by nonforwardable, first-class mail at the mailing address listed on the application.

# REGISTRATION REQUIREMENTS AND PROHIBITIONS

## REQUIRED ACTIVITIES

When engaging in organized voter registration activities a deputy registrar shall:

- Inform all applicants that they are not officially registered to vote until their eligibility has been determined by the appropriate board of registrars and that, if the applicant has not received notification of the disposition of the application within three to four weeks of submitting the application, the applicant should contact the appropriate board of registrars to determine if such applicant's eligibility has been determined and the applicant's name entered on the official list of electors
- Inform all applicants of the availability of an online registration status check and polling place locator service on the Secretary of State's website and encourage all applicants to access it in advance of a primary or election day to verify their registration status and correct polling place at: [www.sos.georgia.gov/elections/polllocator/](http://www.sos.georgia.gov/elections/polllocator/)
- Inform all applicants of their right, under certain circumstances, to cast a provisional ballot in the event that their names do not appear on the official list of electors at the polls

## PROHIBITED ACTIVITIES

The following activities will subject a deputy registrar to immediate revocation of appointment as a deputy registrar:

- Registering voters at unapproved sites, time, and hours, including door to door registration;
- Intoxication while on duty;
- Falsification of registration records;
- Improper handling of registration applications;
- Engaging in any political activity on behalf of a candidate, political party or body, or question, including, but not limited to, distributing campaign literature, engaging in any communication that advocates or criticizes a particular candidate, officeholder, or political party or body, and wearing badges, buttons, or clothing with partisan messages.



# VOTING

## CONFIRMATION OF VOTER REGISTRATION STATUS AND POLLING PLACE

All applicants should be notified of the availability of an online registration status check and polling place locator service on the Secretary of State's website at: [www.sos.georgia.gov/elections/polllocator](http://www.sos.georgia.gov/elections/polllocator). All applicants should be encouraged to access this website in advance of a primary or election to verify their registration status and correct polling place. Voters may also use this website to view a sample ballot for county, state, and federal elections and to track the status of their absentee ballots.

## VOTER PHOTO IDENTIFICATION REQUIRED

Georgia law ([O.C.G.A § 21-2-417](#)) requires Georgia residents to show photo identification when voting in person. The following are acceptable forms of identification:

- Any valid state or federal government issued photo ID, including a FREE Voter ID Card issued by the county registrar's office or the Georgia Department of Driver Services (DDS);
- A Georgia Driver's License, even if expired;
- A valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state;
- A valid U.S. passport ID;
- A valid U.S. military photo ID; or
- A valid tribal photo ID

The State of Georgia offers a FREE Voter Identification Card for those who do not have an acceptable form of photo ID. A Voter Identification Card can be issued at any county registrar or Department of Driver's Services office free of charge. The Voter Identification Card may be used for voting purposes only.

## PROVISIONAL VOTING

Under certain circumstances, voters who do not have with them photo identification may be eligible to cast a provisional ballot.

If a voter does not have any of the forms of identification listed above when the person goes to vote, such voter may be issued a provisional ballot upon swearing or affirming that he or she is the person identified on the voter certificate. Such provisional ballot

shall only be counted if the registrars are able to verify current and valid photo identification of the individual within the legal time period for verifying provisional ballots.

Additionally, if a voter's name does not appear on the official list of electors when voting at the polls, that person may be eligible to vote a provisional ballot.

## **APPLICABLE GEORGIA STATUTES AND RULES**

<a href="#">00 HR 362</a>	Civics Day
<a href="#">183-1-6-.03</a>	Rules for voter registration by deputy registrars
<a href="#">21-2-213</a>	Appointment of county deputy registrars
<a href="#">21-2-214</a>	Prohibited activities
<a href="#">21-2-215</a>	Educators as deputy registrars
<a href="#">21-2-216</a>	Qualifications of electors generally; evidence of United States citizenship
<a href="#">21-2-217</a>	Rules for determining residence
<a href="#">21-2-220</a>	Registration identification
<a href="#">21-2-225</a>	Confidentiality of original registration applications
<a href="#">20-2-310</a>	State Board of Education; April as required voter registration month
<a href="#">21-2-225.1</a>	VoteSafe
<a href="#">21-2-417</a>	Photo ID; identification required (IDR); provisional ballot

## **FORMS AND INSTRUCTIONS**

The following forms and instructions are supplied in the back of this guide:

COMPLETING A VOTER REGISTRATION APPLICATION  
VOTER REGISTRATION TRANSMITTAL SUMMARY SHEET

Voter registration applications can be obtained from the [county registrar](#) where your school is located or may be downloaded from the [Secretary of State website](#).

For additional information and materials, please visit the Secretary of State Election Connection at: <http://www.sos.ga.gov/electionconnection/Educators>

# COMPLETING A VOTER REGISTRATION APPLICATION

To minimize any issues with registering to vote, the applicant must complete all required fields on the voter registration application.

When completing a voter registration application, applicants are required to provide their Georgia Driver's License number. If they do not have one, they must provide the last 4 digits of their Social Security number.

If the applicant cannot sign his or her name, for whatever reason, the applicant must still make his or her mark on the signature line. (Example: "X")

The applicant should use this section only if he or she is already registered to vote, but an event requiring a Name Change or Change of Address has occurred.

If an applicant is illiterate or disabled and the applicant is being assisted in completing any part of the voter registration application, the person assisting must sign his or her name in the space provided.

**STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION**  
Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

- LEGAL NAME.** Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
- ADDRESS.** Provide residential address. This information is required.
- MAILING ADDRESS.** If mailing address is different from residential address, complete the mailing address section.
- PERSONAL INFORMATION.** A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
- VOTER IDENTIFICATION NUMBER.** Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
- OATH.** Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you MUST sign the signature space for person assisting voter.
- POLL OFFICER QUESTION.** Your willingness to be a poll worker will have no bearing on your application for registration.
- NAME ADDRESS CHANGE.** Complete these sections to change the name or address of your current voter registration.
- MAP/DIAGRAM.** If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.
- DELIVERY INSTRUCTIONS.** Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
- You are NOT officially registered to vote until this application is approved.** You should receive a voter precinct card in the mail. If you do not receive this card, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at [www.sos.state.ga.us/elections](http://www.sos.state.ga.us/elections).

**REQUIREMENT:** If you are submitting this form by mail and you are registering for the first time in Georgia, enclose a copy of one of the following with your application: A copy of a current and valid photo ID, a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Those who are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act are exempt from this requirement.

Place copy of ID in here You may copy of ID to use

PERSONAL INFORMATION		VOTER IDENTIFICATION NUMBER		MAILING ADDRESS ONLY		COUNTY OF RESIDENCE	
1. LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME	SUFFIX	2. CITY	STATE	ZIP CODE	3. COUNTY
4. RESIDENCE ADDRESS (Include full description)	APT. NO.	CITY	COUNTY	STATE	ZIP CODE		
5. MAILING ADDRESS (If different from residence address, provide full name)	CITY	STATE	ZIP CODE				
6. DRIVER'S LICENSE OR SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	GENDER	RACE	EDUCATION	REGISTRATION STATUS		
7. SIGNATURE	DATE OF SIGNATURE	NAME OF PERSON ASSISTING	DATE OF ASSISTANCE				

**WARNING:** Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony.  
O.C.G.A. § 21-2-561

☐ High School

☐ College

**TRANSMITTAL SUMMARY  
DEPUTY REGISTRAR  
EDUCATORS**

FROM: NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip

OFFICE TELEPHONE

MOBILE TELEPHONE

EMAIL ADDRESS

DATE OF VOTER REGISTRATION	START AND END TIME OF VOTER REGISTRATION		NUMBER OF COMPLETED VOTER REGISTRATION APPLICATIONS
	START	END	

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☐ High School

☐ College

**TRANSMITTAL SUMMARY  
DEPUTY REGISTRAR  
EDUCATORS**

FROM: NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip

OFFICE TELEPHONE

MOBILE TELEPHONE

EMAIL ADDRESS

DATE OF VOTER REGISTRATION	START AND END TIME OF VOTER REGISTRATION		NUMBER OF COMPLETED VOTER REGISTRATION APPLICATIONS
	START	END	

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